

# Chevy Chase Village Board of Managers

April 30, 2012

*Special Meeting—Board Orientation*

**Draft**

## **BOARD OF MANAGERS**

Patricia S. Baptiste, Chair	Present
Peter T. Kilborn, Vice Chair	Present
Allison W. Shuren, Secretary	Absent
Richard Ruda, Assistant Secretary	Present
Lawrence C. Heilman, Treasurer	Present
Gary Crockett, Assistant Treasurer	Present
David L. Winstead, Board Member	Absent
Michael Denger, Board Member-Elect	Present
Thomas L. Jackson, Board Member-Elect	Present

## **ELECTIONS COMMITTEE**

Ms. Charlotte Jones-Carroll, Committee Chair	Present
Mr. Norm Asher	Present
Mr. Robert Broeksmit	Present

## **STAFF**

Shana R. Davis-Cook, Village Manager	Present
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1   **LEGAL COUNSEL**

2   David R. Podolsky, Village Counsel Present

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4   Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the Special  
5   Meeting to order at 7:30 p.m. She advised that this meeting was called as an orientation for  
6   existing and incoming members of the Board of Managers.

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8   Members of the Chevy Chase Village Election Committee participated in the first phase of the  
9   orientation, which reviewed the procedures for electing officers from among Board members in  
10   an open and transparent way. The positions provided for in the Village Charter include  
11   Chairman, Vice-Chairman, Secretary, Treasurer and Assistant Treasurer. In addition, the Board  
12   of Managers has recently been appointing an Assistant Secretary from among the Board  
13   members. All present were asked to share their interest, if any, in a particular office: Ms.  
14   Baptiste remains interested in Chair, Mr. Kilborn is interested in continuing as Vice-Chair, Mr.  
15   Crockett is willing to move from Assistant Treasurer to Treasurer, Messrs. Ruda, Denger and  
16   Jackson were open to Assistant Secretary. Mr. Winstead was absent and his interest is not  
17   known. The election of officers will take place at the May 14, 2012 regular Board Meeting.

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19   When asked of any lessons learned during its first and second year of action, Election Committee  
20   members commented that communications were the main issue – with the need to balance  
21   fairness in assuring all potential candidates can be heard or read about on equal footing on the  
22   one hand with getting out prepared information about capacities and issues of candidates as they  
23   are identified, given the two to three month timeframe for nominations. Dr. Heilman was absent  
24   for the remainder of the meeting.

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2 The second phase of the orientation was led by Village Counsel Mr. David Podolsky, who  
3 reviewed topics dealing with: the Board's express, implied and inherent authorities as provided  
4 by the State of Maryland; the Board's roles as legislators and quasi-judicial officials;  
5 Montgomery County's relationship to the Village, specifically as the governing Board of Health,  
6 taxation and zoning authority; special permits, variances, and the Board's responsibility to  
7 enforce covenants; Open Meetings Compliance Act, specifically what constitutes a "public/open  
8 meeting" for conducting regular business (any four Managers in one place talking about Village  
9 business), executive or closed sessions, public hearings and work sessions; Maryland Public  
10 Information Act or public access to information; records retention requirements; and the Local  
11 Government Tort Claims Act. Ms. Davis-Cook and Mr. Podolsky outlined for the Board the  
12 Village's currently liability and insurance coverage for board members (elected) and staff  
13 (appointed).

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15 **Mr. Crockett made a motion to adjourn the special meeting. Ms. Baptiste seconded the**  
16 **motion. The Board unanimously voted to adjourn the special meeting. The Executive**  
17 **Session adjourned at 10:14 p.m.**

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Secretary, Chevy Chase Village Board of Managers

21 *Drafted by: SD-C, 5/10/2012.*